

Here are some of the best time management tips to help you succeed in school and beyond!



Keep a list of absolutely everything that you **have** to do. Write things down on paper, your laptop or even your phone. This may seem obvious but lots of students forget or leave important tasks until the last minute. This can have a big impact on the quality of your work and consequently your overall grades. A "to do" list will focus your mind on important objectives, you won't forget tasks or get side-tracked and you will feel more in control. (See "To-do list", attachment 1)

If you have already been given one, make sure you are using it efficiently! If you don't have a planner download one from the internet. It can be in any format such as a poster, a basic timetable, an app on your phone, whichever works best for you! There are lots of time management apps that can help with this, e.g. Google Calendar, is a good generic planner. Keep your planner up to date, listing work set, work completed and work outstanding. Don't forget to put in time for socialising and sleeping! Try completing our 24 hour time-use grid. You may be surprised at where your time goes! (see 'How Do You Use Your Time?', attachment 2)



Create a Year
or Term
Calendar



Get Organised

You can reclaim lost time by getting yourself organised. Follow some of these suggestions to get your studying under control - it's hard to work effectively if you keep losing things under a pile of paper and waste time looking for them!

- Fill out a 24 hour time chart to see where time goes! (See attachment 2)
- Keep a shelf dedicated to your study materials
- Have one box file for each subject. Use it for notes, research articles, handouts etc.
- Pin copies of your timetable and work plan where you can see them
- Use a memory stick and update it regularly

Do a little bit of study often, rather than leaving huge amounts of work to the eleventh hour before a deadline. Late work is invariably rushed, often incomplete, and of a poorer quality overall. By starting an assignment well ahead of the deadline you will get the chance to discuss it with friends or teachers.



Create a
Regular
Work Rota

It's worth breaking a task down into components so that you can accomplish them one step at a time. Create a quick list of things you aim to do each day. It's great to be able to cross actions off when they are completed! (see 'To-Do List', attachment 1)



Break tasks down into smaller steps



Prioritise

Decide what tasks are urgent and important and focus on these. In other words, prioritise them! List tasks in order of priority, highlight important tasks and devote the most time to the most important ones and start them well before the deadline. You can use ABC, 123 to prioritise each task. A1 will be the most important, A2 for tomorrow and C3 for a couple of months time. (See 'Time Management Grid', attachment 3)

SMART stands for Specific, Measurable, Attainable, Realistic and Timely. So instead of planning to 'do research' or 'write some of the essay' during a 1 hour slot in your calendar, be more specific, i.e. 'read pages 1 - 10 and make notes for the essay' or 'do background research online for experiment'. This way you know exactly what you need to do and it's clear when you have achieved it, which keeps you motivated!



Use SMART Targets



Just Get Started

Delaying tends to make things worse, yet most of us are guilty of putting off a task. Try to get going, even a few minutes can help. Psychologically making a start is a very rewarding thing to do and it is then easier to keep going! Don't forget to break things down into smaller steps, as each successfully achieved step gives you a boost and you can cross it off your list. A task put off can become an increasing source of dread, making it hard to focus and leaving you at the risk of not having enough time. (see 'You can be a Good Time Keeper', attachment 4)

Boost your efforts and time management by working with a study-buddy. Motivate each other to plan time, discuss key topics and essay briefs and test each other in the lead up to exams. Don't ever be afraid to ask for help from your friends or teachers, it can save time in the long run!



Work Together



Persevere

Inevitably, things will not always run smoothly, but when things are not working out, you need to persevere and learn how to get back on track. Keep the big picture in mind!

REMEMBER - The more you put in, the more you get out, both in terms of results and enjoyment!